Course Prefix: HLTH, Course No 4073, Course Title: Community Health Planning and Evaluation
Spring 2018
Department of Health & Human Performance College of Education

Instructor: Mr. Jim Price
Section # and CRN: HLTH 4073 P02; 26081
Office Location: Moore Intramural Gym, Room 107
Office Phone: 936-261-3900
Email Address: jhprice@pvamu.edu
Office Hours: Phone Call or by appointment only
Mode of Instruction: Face to Face

Course Location: Delco Bldg, Room 243
Class Days & Times: TR 4:00 – 5:20 pm
Catalog Description: The course examines the relationship of community health planning and assessment to health education in both urban and rural communities. Emphasizes theory processes and methods applicable to the health care services delivery system. Students plan and implement a community health project.

Prerequisites: Junior standing and consent from Department Head for non-majors.
Co-requisites: N/A


Supplemental Texts: NONE

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Upon successful completion of this course, students will be able to:</th>
<th>Program Learning Outcome #</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Identify and assess the health care needs of a target populations (NHES 2, 4)</td>
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<tr>
<td>2 Research and identify private and public sector resources available for addressing health education concerns. (NHES 3)</td>
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<tr>
<td>3 Identify and utilize major planning and implementation health models and theories in relation to planning a health education activity (event). (NHES 1, 3, 5, 6)</td>
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<tr>
<td>4 Develop multiple survey assessment instruments. (NHES 1, 2)</td>
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<tr>
<td>5 Plan and implement a health education project or activity. (NHES 4, 5, 6, 8)</td>
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<tr>
<td>6 Analyze the impact of various activities on the success or failure of a community health initiative. (NHES 1,2)</td>
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<tr>
<td>7 Evaluate all aspects of planning and implementing a community health project. (NHES 1,2)</td>
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</tbody>
</table>
Program Student Learning Outcomes (SLOs) Health

1. Graduates can communicate effectively in written and oral and verbal forms of expression.
2. Graduates can plan and implement effective health education programs.
3. Graduates can evaluate health programs and coordinate health program services.
4. Graduates can evaluate the scientific literature in the discipline, and understand and synthesize relevant information.
5. Graduates can demonstrate the ability of technologies to support inquiry and professional practice.

National Health Education Standards (NHES):

Health Education Standard 1 – comprehend concepts related to health promotion and disease prevention to enhance health.

Health Education Standard 2 – analyze the influence of family, peers, culture, media, technology and other factors on health behaviors.

Health Education Standard 3 – demonstrate the ability to access valid information and products and services to enhance health.

Health Education Standard 4 – demonstrate the ability to use interpersonal communication skills to enhance health and avoid or reduce health risks.

Health Education Standard 5 – demonstrate the ability to use decision-making skills to enhance health.

Health Education Standard 6 – demonstrate the ability to use goal-setting skills to enhance health.

Health Education Standard 7 – demonstrate the ability to practice health-enhancing behaviors and avoid or reduce health risks.

Health Education Standard 8 – demonstrate the ability to advocate for personal, family and community health.

NCATE STANDARDS

Standard 1: Candidate Knowledge, Skills, and Professional Dispositions
1a. Content knowledge for Teacher Candidates (Initial and Advanced Preparation of Teachers)
1b. Pedagogical Content Knowledge and skills for Teacher Candidate
1c. Professional and Pedagogical Knowledge and skills for Teacher Candidates

Standard 2: Assessment System and Unit Evaluation
2a. Assessment system

Standard 3: Field Experiences and Clinical Practice
3c. Candidates development and Demonstration of Knowledge, skills and Professional Disposition to help all

Standard 4: Diversity
4a. Experiences working with diverse candidates
Major Course Requirements
This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

- **Exams** – written tests designed to measure knowledge of presented course material
- **Exercises** – written assignments designed to supplement and reinforce course material
- **Program** – web development assignments designed to measure ability to apply presented course material
- **Class Participation** – daily attendance and participation in class discussions

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Research assignment</td>
<td>Assignment I 10 pts</td>
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<tr>
<td>2) Chapter Questions</td>
<td>Assignment II 10 pts</td>
</tr>
<tr>
<td>3) iREAD</td>
<td>Assignment III 10 pts</td>
</tr>
<tr>
<td>4) EXAM</td>
<td>Mid Term Exam 20 pts</td>
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<tr>
<td>5) Discussion (committee participation)</td>
<td>Discussion I 10 pts</td>
</tr>
<tr>
<td>6) Class Project</td>
<td>Final Project 30 pts</td>
</tr>
<tr>
<td>7) Evaluation</td>
<td>Assignment IV 10 pts</td>
</tr>
<tr>
<td><strong>TOTAL COURSE POINTS</strong></td>
<td><strong>100 pts</strong></td>
</tr>
<tr>
<td><strong>Student Job Fair Attendance</strong></td>
<td><strong>Picture and Written Report 5 pts (Extra Credit)</strong></td>
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</tbody>
</table>

Grading Criteria and Conversion:
A = 90- 100%
B = 89-80
C = 79-70
D = 69-60
F = 59 or below

Course Procedures or Additional Instructor Policies

**Taskstream**
Taskstream is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments is **REQUIRED** to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in E-Courses.

**Submission of Assignments:**
Teacher educator candidates are responsible and expected to attend each class, contribute to class activities and or discussions. Teacher educator candidates should complete all assignment on or before there expected due dates. It is the responsibility of the TEC to make sure they can log on and submit work to e-course portal. All in class activities must be completed in class. NO LATE WORK WILL BE ALLOWED, unless under documented emergencies (See Student Handbook).

**Formatting Documents:**
Microsoft Word is the standard word processing tool used at PVAMU. If you’re using other word processors, be sure to use the “save as” tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

**Exam Policy**
Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).

**Electronic Devices:** Cell phones must be turned off or stored away during class time. Laptops, Note tablets may be used for note taking only without internet connection. If your cell phone should ring or teacher educator candidate is caught texting. **Failure to comply will result in a 10% reduction of your final grade.**
<table>
<thead>
<tr>
<th>Week 1 - TR</th>
<th>Chapter (s): Topic</th>
<th>Class Orientation; Introduction to Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment (s):</td>
<td>Syllabus Review; Pre-test <em>(Does not affect course grade)</em></td>
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<tr>
<td>Week 2 - TR</td>
<td>Chapter (s): Topic</td>
<td>Read: Chapters 2 and 7</td>
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<tr>
<td>Assignment (s):</td>
<td>Project Discussion</td>
<td></td>
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<tr>
<td>Week 3 - TR</td>
<td>Chapter (s): Topic</td>
<td>Read Chapter 4 Assessing Needs; Chapter 5 Measurement</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Assignment I Research Table Preparation <em>Taskstream</em> <em>(10 pts)</em>; Project Discussion **<em>Job Fair Attendance: Extra Credit 5 pts (picture and write up required)</em></td>
<td></td>
</tr>
<tr>
<td>Week 4 - TR</td>
<td>Chapter (s): Topic</td>
<td>Read: Chapter 8 Interventions</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Group Assignments; Project Discussion</td>
<td></td>
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<tr>
<td>Week 5 – TR</td>
<td>Chapter (s): Topic</td>
<td>Read: Chapter 10 Resources; Chapter 11 Marketing</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Assignment II Chapter 5 Questions <em>(10 pts)</em></td>
<td></td>
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<tr>
<td>Week 6 - TR</td>
<td>Chapter (s): Topic</td>
<td>Read: Chapter 12 Implementation Strategies</td>
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<tr>
<td>Assignment (s):</td>
<td>Project Group meetings</td>
<td></td>
</tr>
<tr>
<td>Week 7-</td>
<td>Chapter (s): Topic</td>
<td>Project Group</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Assignment III iREAD <em>(10 pts)</em></td>
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<tr>
<td>Week 8 -TR</td>
<td>Chapter (s): Topic</td>
<td>Review of Chapters</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Mid Term Exam <em>(20 pts)</em></td>
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<tr>
<td><strong>Mid-Term Exam (20 pts)</strong></td>
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<tr>
<td>Week 9 - TR</td>
<td>Chapter (s): Topic</td>
<td>Planning Updates</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Group meetings</td>
<td></td>
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<tr>
<td>Week 10 - TR</td>
<td>Chapter (s): Topic</td>
<td>Planning Updates</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Group meetings</td>
<td></td>
</tr>
<tr>
<td>Week 11 - TR</td>
<td>Chapter (s): Topic</td>
<td>Planning Updates</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Discussion I <em>(10 pts)</em></td>
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<tr>
<td>Week 12 - TR</td>
<td>Chapter (s): Topic</td>
<td>Planning Updates</td>
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<tr>
<td>Assignment (s):</td>
<td>Group meetings</td>
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<tr>
<td>Week 13 - TR</td>
<td>Chapter (s): Topic</td>
<td>PROJECT IMPLEMENTATION (FINAL) <em>(30 pts)</em></td>
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<tr>
<td>Assignment (s):</td>
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<tr>
<td>Week 14 - TR</td>
<td>Chapter (s): Topic</td>
<td>Project Evaluation</td>
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<tr>
<td>Assignment (s):</td>
<td>Assignment IV <em>(10 pts)</em></td>
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<tr>
<td>Week 15 - TR</td>
<td>Chapter (s): Topic</td>
<td><strong>Celebration</strong></td>
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<tr>
<td>Assignment (s):</td>
<td>Discussion</td>
<td></td>
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</tbody>
</table>
Support and Success

John B. Coleman Library
The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. https://www.pvamu.edu/library/ Phone: 936-261-1500

The Learning Curve (Center for Academic Support)
The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)
The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate toward graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center
The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking online courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Student Counseling Services
The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing
The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and Disability Services
As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585
Veteran Affairs
Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

Office for Student Engagement
The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center Rm. 221. Phone: 936-261-1340

Career Services
Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Student Handbook):
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):
You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of Academic Dishonesty:
1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else’s words, ideas, or data as one’s own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one’s own work also constitutes plagiarism.

Nonacademic Misconduct (See Student Handbook)
The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor’s ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.
Sexual Misconduct (See Student Handbook):
Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement
Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Class Attendance Policy (See Catalog for Full Attendance Policy)
Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or in assignment of a grade of “F”. Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Professional Organizations and Journals
AAPHERD, TAPHERD PAPHERD, CHESS, Eta Sigma Gamma, Phi Epsilon Kappa (Please see Dr. Martin, Dr. Laws, Coach Albert Johnson for additional information on Health and Human Performance Organizations)

Student Academic Appeals Process
Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:
- Intel PC or Laptop with Windows 7, Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15” monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

**Netiquette (online etiquette):**
Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

**Technical Support:**
Students should go to [https://mypassword.pvamu.edu/](https://mypassword.pvamu.edu/) if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

**Communication Expectations and Standards:**
Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses. You can send email anytime that is convenient to you, but I check my email messages continuously during the day throughout the work-week (Monday through Friday). I will try to respond to email messages during the work-week by the close of business (5:00 pm) on the day following my receipt of them. Emails that I receive on Friday will be responded to by the close of business on the following Monday.

**Submission of Assignment and Discussion Requirement:**
Assignments, Papers, Exercises, and Projects may be distributed and submitted in class and through your online E-course Portal. Additional assistance can be obtained from the Office of Distance Learning extension 2525. It is the responsibility of the teacher educator candidate to make sure their E-course logon is working properly Students are required to log-on to the course website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it/they should be copied and pasted to the discussion board.

Description of Course Assignments: It is the responsibility of the student to know if there are any changes in due dates or assignments. These changes will be announced either in class and/or via e-mail. (Note: As the instructor, I may change the following assignments as I feel necessary for the class). Syllabus is considered a tentative document and may be changed or updated without notice at the discretion of the instructor. The instructor reserves the right to drop any assignments, quizzes, exams etc., to the syllabus.

**Quizzes:** Students must be present at the time a quiz is given. If a student(s) is late or absence when a quiz is administered that student will not be permitted to makeup the quiz. (Quizzes may be given weekly)

**In-class assignments:** Students must be present at the time in class assignments are given. If a student is tardy or absent when an in class assignment is given, students will not be permitted to make up the assignment.

**Homework:** Assignments are due and will be collected at the beginning of class. Homework assignments received after class has started will be considered a day late. Assignments will no longer be accepted after the end of business day (5:00 pm) of the due date. All late work should be put in my office box in the Leroy G. Moore gym.
<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Skills</th>
<th>Dispositions</th>
</tr>
</thead>
<tbody>
<tr>
<td>K 1 – Knows and understands how to use existing and personal research to analyze and assess educational problems.</td>
<td>S 1 - Demonstrates intellectual curiosity through creative and collaborative projects.</td>
<td>D 1 - Demonstrates the ability to find and implement new information, best practices and educational concepts.</td>
</tr>
<tr>
<td>K 2 – Knows how to apply and interpret fundamental principles of assessment.</td>
<td>S 2 - Uses critical reflection to improve professional practice.</td>
<td>D 2 - Values professional interactions.</td>
</tr>
<tr>
<td>K 3 – Knows and understands the different methods of curriculum design, development and implementation to support students’ academic growth and personal development.</td>
<td>S 3 - Demonstrates subject matter expertise while concurrently measuring and adjusting strategies that impact students’ academic achievement.</td>
<td>D 3 - Demonstrates ethical behavior in personal and professional relationships.</td>
</tr>
<tr>
<td>K 4 – Knows the importance of diversity in a global educational context.</td>
<td>S 4 - Creates learning environments that foster respect, safety, and trust.</td>
<td>D 4 - Acts in a manner that demonstrates the belief that all children can learn.</td>
</tr>
<tr>
<td>K 5 – Knows and understands how to use new and existing technologies to continuously enhance teaching and learning among diverse populations.</td>
<td>S 5 - Demonstrates the effective use of current technology in teaching and learning.</td>
<td>D 5 - Values technology as an integral tool for enhancing teaching and learning across multiple disciplines for diverse populations.</td>
</tr>
</tbody>
</table>

(Approved February 2014) Permission granted from Western Oregon University to adapt circular design of conceptual framework for Prairie View A&M University, Whitlowe R. Green College of Education
New University Policies and Regulations

*Effective fall 2011*

**New Policy: Withdrawal from the University (Undergraduates Only):**
When an Undergraduate student withdraws from all classes…
- A registration hold will be placed on the student’s record.
- Consultation with the respective department for advisement is REQUIRED to have hold lifted to allow future registration at the University.

**New Policy: +/- Transfer Grades Regulation (Undergraduate and Graduate):**
- The + and/or – WILL NOT be considered in the evaluation. The grade transferred will report as grade earned, for example C- will transfer as a C.
- This regulation IS NOT retroactive.
- This regulation applies only to courses that are being reviewed for transfer credit effective fall 2011.

**Grade Replacement Regulation (Undergraduate Students Only):**
- Students will have the option to replace up to 12 semester credit hours of courses where a C, D or F is earned in a course, effective with courses taken fall 2011.
- Students would have to request to replace the course by the Census Date (12th class date) of the following semester.
- Grades repeated but not replaced will be averaged in the cumulative grade point average.

**Administrative Drop (All Students):**
- Students who do not attend “at least one day” of class by tenth class day, will be administratively dropped from that course. PLEASE NOTE THIS MAY AFFECT THE FINANCIAL AID AWARD.
- If a student is subsequently dropped from ALL of their courses; they will automatically be WITHDRAWN from the university.
- Students will be notified of their Administrative Drop via email.

**QUESTIONS OR CONCERNS, PLEASE CONTACT THE OFFICE FOR ACADEMIC AFFAIRS AT (936) 261-2175 OR THE REGISTRAR’S OFFICE AT (936)261-1049.**
Please be advised that cheating and plagiarism will not be tolerated in the Department of Health and Human Performance. Please read, sign and date this form. Thank you, in advance, for your cooperation.

**The Definition of Cheating**
Cheating is defined as using, or supplying information that is not authorized by the instructor in taking an examination, quiz or completing assignments assigned by the instructor. Cheating may also be is also turning in someone else’s work as that of your own.

**The Definition of Plagiarism**
Plagiarism is a unique form of cheating where a person turns in someone else’s work and represents it as being their own.
This would include:
1. Purchasing term papers and turning them in as if they were original work.
2. Using a paper that had previously been turned in.
3. Copying passages verbatim from books, articles, etc.
4. Submitting material for grades in which the student has not done the work required.

Consequences of these actions are severe, ranging from failure of the assignment to failure of the course. Repeated offenses could even result in expulsion.
I have read and understand the above policy.
I have received a copy of the syllabus for this course.

Please print name

Signature

*Please print out the last page and sign/date acknowledging that you read and understand this Plagiarism Policy.*